



Worklife Balance – 3/29/2020

While we do now know how long the need for working remotely may continue, we do know that the next few weeks will pose some unique challenges. However, we can all help out by being understanding and supportive of one another. Here are a few key suggestions to help you working remotely:

- Try to keep your normal routine where possible - wake up at a similar time, get dressed, eat healthy meals.
- Set up a dedicated space for your work. This can help you reduce distractions and get into the proper frame of mind for completing your tasks.
- Check-in with your team frequently. Fight the feeling of isolation! Take time out during your day to call a teammate. Offer support to others. While this is not a “work as we normally would” timeframe, we should try to take time to talk with another colleague.
- Get up from your workstation often. Walk around the house; try to walk outside when you can. Perhaps pick a time to video chat while you walk outside.
- Adapt your work to work when you are most effective - but be sure to know when to call it a day! Since we are working remotely, we can easily end up going into long hours. It’s okay to work with your supervisor to alter your work day schedule to accommodate for the need to be most productive while also balancing your household, kids, pets, etc, and try to get some worklife balance.
- Practice being kind and understanding with others. Kids may interrupt your work day, pets may make noises and others in our household may demand our attention. Try to set some boundaries where you can, but also understand that there may be times when it is simply not possible. It isn’t easy doing it all in one location.
- Recognize that you are being productive! During this time, it is very easy to lose track of our normal productivity and effectiveness. Use a tracking log ([link here](#)), or other tools to help you keep an eye on your work. When you have so many distractions, and worry, during the day, give yourself a break and recognize that you are actually making a difference!
- Don’t forget to have some fun! Even if you didn’t before, reach out and connect with co-workers, colleagues, friends, etc., via virtual hangouts! Create a coffee hour a couple of times a week...